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## THE MONEY MUSEUM

NATIONAL BANK OF DETROIT

Main Office • Woodward at Fort

DETROIT, MICHIGAN 48232

September 19, 1968

CHARLES R. HOSKINS  
DIRECTOR

Mr. Ed Rochette  
American Numismatic Association  
P. O. Box 2366  
Colorado Springs, Colorado 80901

Dear Ed:

The A.N.A. Manuals Committee, established this summer, has been assigned two objectives for the immediate future:

1. Develop an A.N.A. Convention Manual by the end of October, 1968 subject to approval of A.N.A. officers, and to arrange for it to be placed in the hands of the 1969 A.N.A. Convention Committee as early as possible.
2. Develop Operating Manuals for the various A.N.A. Committees which would serve as guidelines for future committee activity. These committee manuals will be developed after the completion of the convention manual.

According to my records you are serving as Chairman of the National Coin Week Committee.

It would be helpful if you could provide information about the operation of this committee which you believe would assist in developing the appropriate committee manuals. The type of information desired is shown on the enclosure to this letter.

At present, the Manuals Committee is most immediately concerned with the committees whose operations have a direct bearing on convention planning and operations. Accordingly, I hope that you will be able to give your first attention to convention related committees and provide the requested information as soon as possible. This will permit us to complete the convention manual promptly and in a manner much more satisfactory than would otherwise be possible. Then, at a later date, I trust that you will provide similar information on the committees that are not convention oriented.

In addition to providing the information requested on the enclosure, I would be delighted if you would include any suggestions concerning the preparation of each committee manual which you believe would be appropriate. As the manuals are completed we will send them to you for your suggestions and approval.

I look forward to hearing from you in the near future.

Cordially,

*Chuck*

*SEP 23 1968*

A.N.A. COMMITTEE QUESTIONNAIRE

1. Name of committee.
2. Committee chairman.
3. Board liason officer.
4. In one relatively simple and direct sentence, please state the objectives of the committee.
5. Indicate whether the committee is investigative (to advise and recommend actions only) or operational (to put recommendations into effect by taking action).
6. State briefly the powers given to the committee. Can the committee represent and speak for the A.N.A.? Can it disburse funds or incur expenses in the name of the Association?
7. Does the committee have an operating budget? If so, how often are funds allocated, and how much?
8. Committee membership: Who selects the committees? Is there a limitation on the number of committee members? Who recommends committee members?
9. Please state the procedures the committee follows to achieve its objectives. This should include a statement of purpose (not the same as the committee objectives) of perhaps two or three sentences indicating why the committee exists and what program is in use to achieve the committee objectives. It should also state specifically what products are expected of the committee.
10. Coordination of the committee with other areas of A.N.A. activity. Please indicate who, if anyone, serves as coordinator with other committees. List other committees, officers or operating departments within the A.N.A. which may tend to have overlapping activities, may act independently of this committee where coordination is needed to assure unified progress, or may take actions incompatible with the activities of this committee. Indicate what methods are used to keep this committee in close contact with others affected by the committee's actions.
11. Committee reports. To whom does the committee report? What type of reports are submitted? Are the reports submitted upon completion of various objectives, or are they submitted quarterly, semi-annually or on a similar schedule? What is the nature of the reports?  
chairman
12. Public announcements. Is the committee free to make any public announcements he may wish? Does he make the announcements only through the public relations officer? Are public announcements made only through the A.N.A. president or other officer to whom the committee reports?

13. Committee termination. Does the committee automatically continue to exist until the next A.N.A. convention? Until the next A.N.A. election? Until it completes its objectives and submits a final report?
14. In the course of studying these various aspects of committee operation, have you had any ideas on how to strengthen the committee's ability to fulfill its objectives? How do you think committee could be made to operate even more efficiently?